

25X1

INSTRUCTION NO.  
LI 1-5

LI 1-5  
ORGANIZATION  
Revised 18 April 1980

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SUBJECT: Mission, Functions, and Delegations of Authority -  
Supply Division, OL

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1. MISSION

- a. Provide materiel support to Agency operations worldwide in the most efficient and economical manner possible.
- b. Formulate and administer policy for the operation of the Agency supply system worldwide.
- c. Train personnel for supply operations and provide personnel skilled in the supply and general logistics fields to staff Agency activities worldwide as required.

2. FUNCTIONS

- a. Forecast materiel requirements using such factors as issue experience, operational plans and programs and other informational bases available. Evaluate such materiel for introduction into or retention in the Agency logistics system based upon such considerations as demand, availability, procurement leadtime, and criticality.
- b. Fulfill requirements for materiel requisitioned by Agency components through issue from stock, acquisition from other Government components, or procurement from commercial sources.
- c. Develop, establish, and administer an effective system of inventory control and accountability for personal property resources under control of the Office of Logistics (OL).
- d. Establish or approve Headquarters and field property accounting systems, Agency-wide, as required, to ensure maintenance of auditable property records and, where appropriate, their adaptation to automated processes.

C O N F I D E N T I A L

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- e. Participate in the Federal Catalog System; and prepare and publish appropriate supply catalogs for Agency-wide distribution.
- f. Monitor the Agency motor vehicle program and maintain Consolidated Tables of Vehicular Allowances (CTVA's) and the Agency's centralized vehicle records.
- g. Operate the automated System for Management of Small Arms (SMOSA) to record the serial number, identification, and location of all Agency firearms.
- h. Provide technical guidance and assistance to Agency components on ordnance and airborne matters, including surveillance testing and inspection of ammunition and explosives and paramilitary training program assistance.
- i. Provide technical guidance and assistance to Agency components in establishing and operating Agency supply systems.
- j. Establish and maintain routine liaison with Virginia, Maryland, and District of Columbia government officials concerning vehicle licensing and registration; and with other Federal agencies on logistical matters.
- k. Establish and maintain liaison with commercial firms on logistical matters in order to stay abreast of the state-of-the-art.
- l. Not used.
- m. Conduct liaison with other components of the Agency regarding the management of technical materiel.
- n. Effect maximum utilization of excess property available through the General Services Administration (GSA) and the Department of Defense excess property utilization programs.
- o. Implement a continuing stock purification program; review current and projected requirements with Agency technical components and potential users to ensure optimum utilization of excess property from both stock and property-in-use accounts; and dispose of resulting excess and unserviceable property within the limitations of subparagraph 3a(4) below.

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p.

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- (1) Materiel transportation to destination via Agency resources, other Government agencies, or commercial means.
- (2) Preservation and packaging capability to process both hazardous and nonhazardous cargo for shipment via any mode of transportation, and to develop, test, or fabricate specialized packs or displays.
- (3) Services for the redistribution and repair of Agency property returned from its worldwide facilities.
- (4) Temporary lot storage facilities to assist Agency components as required.
- (5) Typewriter and calculator repair and maintenance service. ☐
- (6) Safe refurbishment and modification facilities. ☐ only.)
- (7) Sophisticated electronic and mechanical test and inspection facilities staffed by technicians from Office of Communications and Office of Technical Service (the latter at ☐.
- (8) Ordnance and airborne materiel rehabilitation, modification, and repair facilities. ☐

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3. AUTHORITY

- a. In conjunction with his assigned mission, the Chief, Supply Division, or, in his absence, the Acting Chief is delegated authority to:

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- (1) Appoint accountable officers for personal property under the control of the Supply Division. This authority may not be further delegated.
- (2) Obligate funds for the supplies, equipment and services required for the operation of the Supply Division, the Headquarters materiel transport system, and [ ] and procure or initiate procurement of them.
- (3) Approve Reports of Inventory Adjustment for materiel under control of Supply Division, including those pertaining to the disposal of excess or unserviceable property within the limitations set forth in subparagraph (4) immediately below, and determine those inventory shortages or condition changes requiring a Report of Survey. This authority may be further delegated except where it pertains to unusual loss or damage. Delegation to the chief of a [ ] may include the same authority for disposition of property provided to Chiefs of Station or Base in [ ]
- (4) Approve disposition of excess and/or unserviceable property, including items requiring special approval [ ], except for the disposal of serviceable and economically repairable firearms, ammunition, and explosive devices of known sterility. Disposal of those items requires the approval of the Director of Logistics and shall be coordinated with Operations [ ] DDO. Physical disposal of ordnance materiel shall be compatible with DoD policy.
- (5) Approve requisitions for procurement action or interdepartmental requisitioning of stock or nonstock items and interdepartmental services in support of Agency activities.
- (6) Certify all receipts of materiel and services processed through [ ] resolve receiving discrepancies in accordance with LI 45-6.
- (7) Incur obligations up to \$5,000 per fiscal year for alterations, modifications, and repairs at each CONUS depot involving several buildings, but limited to \$1,000 for any single structure. Perform maintenance at the [ ] up to the amount of funds provided in the approved allotment.

C O N F I D E N T I A L

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- (8) Approve requests for issue of excess property without cost. This authority may be further delegated to the Deputy Chief only.
- (9) In accordance with [ ] approve the facilities used to store explosive Class A, B, or C materiel and determine the areas in Agency offices, buildings, and warehouses where small arms ammunition may be stored and the quantities permitted to be stored therein. 25X
- (10) Approve the transfer of Agency-owned materiel to other Government agencies on a reimbursable or nonreimbursable basis, subject to the provisions of [ ] Annex E, and the Code of Federal Regulations, Title 41, Chapter 101-43.3. This authority may be further delegated to the Deputy Chief only. 25X
- (11) Schedule and conduct inventories as prescribed, security and operational factors permitting, to confirm the accuracy of accountable records.
- (12) Approve the loan of nonconsumable stock property to 25X1 [ ] for testing, evaluation, or demonstration, and for operational purposes when the term of loan does not warrant a charge to property authorization.
- (13) Approve CTVA's and changes thereto, and disposal or replacement of vehicles that are not otherwise delegated, except armored vehicles, which follow provisions of [ ]
- (14) Approve requests for optional vehicle equipment within the Directorate of Administration except for optional equipment for vehicles under the cognizance of the Office of Logistics, which require the approval of the Director of Logistics. This authority may be further delegated to the Deputy Chief only.
- (15) Approve requirements for Government Transportation Requests (GTR's) and bills of lading for the movement of materiel.
- (16) Budget for the Single Transportation Allotment for transportation costs of Government property shipped as specified in [ ] Certify that transportation services requested have been rendered.

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- (17) Approve prepayment of transportation charges from an imprest fund when Government involvement in the movement of materiel cannot be revealed.
- (18) Approve driver advances from an imprest fund and travel vouchers for expenses incurred in the movement of materiel.
- (19) Approve travel vouchers and payments thereof from imprest funds for local mileage claims submitted by Supply Division personnel.
- (20) In accordance with LI 45-20, operate the Small Purchases Branch of
- (21) Release cables, telepouches, dispatches, speed letters, memorandums and transmittal manifests concerning division matters. Authority to release cables, telepouches, dispatches, and overseas transmittal manifests, however, can be further delegated by name only and requires Director of Logistics approval.
- (22) Authorize expenditures exceeding fund certification on requisitions without prior approval of the requisitioner within the limitations specified in LI 45-28.
- (23) Authorize the substitution of items or the adjustment in quantities of items ordered on requisitions within the limitations specified in LI 45-29.
- (24) Authorize the replacement of materiel lost, damaged, or deteriorated in shipment, handling, or storage using Office of Logistics funds.

- b. Any of the specific authorities itemized above may be further delegated to other division personnel by the Chief, Supply Division except where stated otherwise. One copy of each authority so delegated will be forwarded to the Executive Officer, OL. (This may be in the form of internal Supply Instructions.)

4. ORGANIZATION

See Organization Chart on Page 2.

JAMES H. MCDONALD  
Director of Logistics

C O N F I D E N T I A L



TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	OL/EO Info.	<i>[Signature]</i>	APR 1980
2.	OL/Reg. - Retusio		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

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